

## OUTPUTS

The OC Table maintenance program has two outputs:

Maintenance Activity Report (CSB960-1), shown in Exhibit IV-OC-5, displays each transaction entered via the on-line screen and an associated message if the transaction violates an edit rule; and

Table Listing Report (CSB960-2), shown in Exhibit IV-OC-6, is produced when a function **P** is entered.

Maintenance Activity Report (CSB960-4), no sample shown, displays each transaction created by the system to record changes to the OC Table that result from running the Labor and Cost Allocation processes.

**NOTE:** Screen prints of the OC Table are quick and easy to obtain and read.

## CONTROL

Tight control should be exercised over OC Table maintenance activity since this table controls most of the system editing and posting. Careful control of deletions is mandatory since the system only edits to prevent the deletion of the current, one future and two prior fiscal year OC Table records. An OC Table is required for any FFY for which financial transactions exist or will be entered. A Table Maintenance Control Log reflecting all OC Table activity must be maintained. All Maintenance Activity Reports should be filed as well as the Table Maintenance Control Logs.

EXHIBIT IV-OC-1  
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
ORG CODE	4	The <b>Organization Code</b> is automatically displayed based on the signon used. It cannot be altered.
FFY	4	<b>Enter the applicable Funding Fiscal Year.</b>
<b><u>Labor:</u></b>		
		Run indicators are always entered in the current Funding Fiscal Year OC Table.
RUN LABOR	1	<p><b>Enter one of the codes below when ready to run the Labor Distribution Process:</b></p> <p><b>Y</b> - Run Labor Distribution. Automatically resets to 'N' after Labor Distribution is run.</p> <p><b>N</b> - Do not run the Labor Distribution process. Indicates Labor Distribution is not to run or that labor distribution has been successfully run to completion. <b>N</b> is normally system generated.</p> <p><b>A</b> - Run Timesheet Adjustments. Automatically resets to 'N' after Timesheet Adjustments are run.</p> <p><b>Blank</b> - Department does not use the Labor Distribution process. Must be blank for any prior year <b>Add</b> transaction.</p> <p><b>NOTE 1:</b> This indicator cannot be set to <b>Y</b> or <b>A</b> in a prior year OC Table or on a new year <b>Add</b> transaction.</p> <p><b>NOTE 2:</b> One of following status messages are always displayed to the right of the Labor Run Indicator in the current FFY OC Table: "LABOR HAS NOT BEEN RUN", "LABOR COMPLETED" or "LABOR COMPLETED – NO PAYROLL RECORDS FOUND".</p>
<b><u>Cost:</u></b>		
		Run indicators are always entered in the current Funding Fiscal Year OC Table.
RUN COST	1	<p><b>Enter one of the codes below when ready to run the cost allocation and/or fund distribution process:</b></p> <p><b>Y</b> - Execute the next step (one step) of cost allocation or the fund (split) distribution. See NOTE 1, below.</p> <p><b>A</b> - Execute all steps of cost allocation <i>excluding</i> fund distribution using the Multi-Step Process. Each step of cost allocation is executed successively until all steps are completed unless a data-related error is detected. See NOTE 1, below.</p> <p><b>C</b> - Execute all steps of cost allocation <i>including</i> fund (split) distribution using the Multi-Step Process. Each step of cost allocation and fund distribution is executed successively to completion unless a data-related error is detected. See NOTE 1, below.</p> <p><b>N</b> - Do not run the cost allocation process. Indicates no steps are to run or the step(s) previously requested have successfully run to completion. <b>N</b> is normally system generated.</p> <p><b>M</b> - Stop running the Multi-Step Process because a data related error was found. <b>M</b> is a system generated value. If more than one step is specified using the Multi-Step Process, and data related error(s) stop the process, the last step completed is shown in LAST STEP RUN. Error(s) must be corrected before proceeding. <i>(continued)</i></p>